Faculty Important Dates for Spring Semester 2017

16 week classes — Grades Are Due by Noon, Thursday May 11, 2017
Monday, January 9, 2017—Classes begin
May 9, 2017—All classes end
Last Monday class is Monday, May 8, 2017
Last Tuesday class is Tuesday, May 2, 2017
Last Wednesday class is Wednesday May, 3, 2017
Last Thursday class is Thursday May 4, 2017
Last Friday class is Tuesday May 9, 2017

Weekend classes
Saturday, January 14, 2017 —Weekend classes begin
No Saturday classes on Saturday April 15
Saturday, May 6, 2017 —Weekend classes end

Mini-Session I — Grades Are Due by Noon, Wednesday March 8, 2017
Monday, January 9, 2017— Mini-Session I Begins
Monday, March 6, 2017—End of Mini-Session I

Mini-Session II — Grades Are Due by Noon, Thursday May 11, 2017
Monday, March 13, 2017— Mini-Session II begins
All classes end by May 9, 2017. See alternate class meeting dates under 16-week classes.

Holidays
Monday, January 16, 2017 – MLK Jr. Holiday
Tuesday, March 7, 2017 – Saturday, March 11, 2017: Inclement Weather Make-Up Days/Faculty Workdays
Friday, April 14, 2017 – Monday, April 17, 2017: Spring Holiday

Official Withdrawal Deadlines
Monday, February 13, 2017 – Mini-Session I
Tuesday, March 24, 2017 – 16-week session
Faculty-initiated withdrawal eforms must be submitted on or prior to the official withdrawal dates.

Refund Dates for Spring 2017
Many areas within the College depend on the timely processing of student no shows (NS). Please do not wait until the end of the semester to submit NS eforms.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Census date for online classes</th>
<th>Last day students are eligible to request a 75% refund</th>
<th>Dates for faculty to submit electronic NS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini-Session I*</td>
<td>January 13</td>
<td>January 13</td>
<td>January 14 – January 20</td>
</tr>
<tr>
<td>16 week*</td>
<td>January 19</td>
<td>January 20</td>
<td>January 21 – January 27</td>
</tr>
<tr>
<td>Mini-Session II</td>
<td>March 17</td>
<td>March 17</td>
<td>March 18 – March 24</td>
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</tbody>
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* Faculty should submit No Show (NS) grades, for all sections with a new course census date (due to inclement weather closures on January 9 and 10), between January 28 and February 3.
Attendance Rosters

The only official attendance roster is found on Web Advisor utilizing the Web Attendance Tracking link.

Seated Classes

1. Instructors must mark an E on the first day that a student attends class to track attendance and then track attendance once a week for the duration of the session.
2. Instructors will designate students as NS only after the refund period ends. The final deadline for electronic submission of NS eforms is a week (7 days) after the final refund date. Instructors should designate any student who has not attended class and still appears on the web roster as a NS.

Online Classes

1. Online classes will automatically show every day of the semester on web rosters.
2. Attendance in online classes is linked to completion of an assignment.
3. Online instructors will have an assignment of some sort due as follows:
   -within the first five days of 8 week mini sessions, excluding holidays
   -within the first ten days of 16 week sessions, excluding holidays
   The number of days coincide with the census dates listed in the above chart.
4. On the date when the student turns in the first assignment, the student should have his or her attendance marked with an E.
5. After the census date, instructors should take attendance once a week in online classes. Some students may turn in the first assignment late, in which case instructors should enter the student on the date the first assignment was received.
6. Previously, we have picked a day (for instance, every Wednesday) for marking attendance. However, with the total movement to web attendance tracking, we want to allow instructors to pick the day of the week that most accurately corresponds to their syllabus assignments.
   --For example, in a traditional 16 week session, if an instructor requires homework to be submitted by noon on every Friday, the instructor would mark attendance every Friday on the following dates in Spring 2017—1/13, 1/20, 1/27, 2/3, 2/10, 2/17, 2/24, 3/3, 3/10, 3/17, 3/24, 3/31, 4/7, 4/21, 4/28, 5/5, 5/9 (last Friday class meets on Tuesday, May 9). The instructor would then have marked an E for students by the census date of the section and marked attendance once a week for the duration of the semester.